

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
HEALTH REGULATION AND LICENSING ADMINISTRATION**

**Instructions on How to Apply for New/Renewal or Replacement
ID CARDS
(CFPM, SPO)**

- ❖ All Candidates must obtain an application form:
 - In person – Forms are available in the Processing Center in the lobby of the DC Health building at 899 North Capitol Street, NE; open Monday through Friday (except holidays) from 8:30 a.m. to 4:15 p.m. **OR**
 - By email - Forms may be requested by sending an email to id.cards@dc.gov.
 - On Website – you can download the application by going to DC Health website at www.dchealth.dc.gov and selecting [Application for ID Cards](#); then select the form.
- ❖ All Candidates must complete the application process:
 - In person – Present completed application, supporting documents, and payment to a DC Health representative in the Processing Center in the lobby of the DC Health building at 899 North Capitol Street, NE; open Monday through Friday (except holidays) from 8:30 a.m. to 4:15 p.m. **OR**
 - By USPS mail - Completed application and supporting documents **MUST** be mailed **with** payment to the address below. **PLEASE DO NOT SEND PAYMENT WITHOUT APPLICATION**
- ❖ Payments
 - If submitting a check (personal, business or certified) **or** money order, make it payable to **DC Treasurer**. Money orders **or** checks cannot be older than 30 days.
 - If a candidate is paying by credit/debit card, cardholder must do so, in person, in the Processing Center at the time of payment.
 - Cash is accepted **ONLY** in the Processing Center.

CANDIDATES THAT ARE MAILING THIS FORM SHOULD EXPECT TO RECEIVE ID CARDS BY MAIL WITHIN FOURTEEN (14) BUSINESS DAYS AFTER SUBMITTING A COMPLETE APPLICATION WITH ALL REQUIRED DOCUMENTS AND PAYMENT

ID Cards – Certified Food Protection Manager (CFPM)

(DCMR Title 25-A §§200.1, 203.1 203.3, and 3700)

1. All Food businesses (stationary and mobile) must have at least one (1) employee certified in food safety present at all times.
Businesses selling only pre-packaged, non-hazardous foods are exempt from this requirement
 2. The designated employee(s) must pass a nationally-recognized food safety manager/food safety certification EXAMINATION to obtain an official DC Health-issued Certified Food Protection Manager (CFPM) ID card.
 3. Once the designated employee(s) obtains the ID card, it must be posted within the food business where customers can view it.
 4. ID Cards are valid for three (3) years from the date of the exam, after which the employee must complete and pass another nationally-recognized food safety manager/food safety certification EXAMINATION.
- ❖ To obtain **CFPM** ID Card, an applicant must have **submitted** and/or presented:
 - a. A completed **application** form
 - b. Any copy (hardcopy **or** electronic copy) of **national certificate** along with test score from passing a national exam*
 - c. Payment in correct amount and in acceptable form*

- ❖ **Payment:** New/Renewal = \$35; Replacement = \$15

***Required information – application will not be processed if missing or incomplete**

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ID Cards – Swimming Pool and Spa Operator (SPO)

(DCMR Title 22 – Chapter 64, §§6402.3, 6445.2, 6406.1; §6405.7, §6403.1 and §§6446.2 and 6406.3)

1. All licensed swimming pools must have at least one employee certified in pool safety operations and that employee must be present during all hours that facility is open to the public.
 2. This designated employee(s) must complete a pool safety course and successfully pass nationally-recognized examination that is accepted by the Department of Health, and must obtain an official Swimming Pool Operator (SPO) ID card.
 3. The ID card number must be included in the “Posted Rules” as determined in the regulations.
 4. ID cards are valid for three (3) years from the date of the exam, and the ID card can be renewed up to six (6) months after expiration.. If the ID card has expired more than six (6) months, the applicant must complete and pass another nationally-recognized certified pool operator examination to renew. If the ID card is renewed before expiration, the valid period will begin the date the card is issued and expires three (3) years from the date of issuance.
- ❖ To obtain a **SPO** ID Card, an applicant must have **submitted** and/or presented:
- a. A completed **application** form
 - b. Any copy (hard copy or electronic) of **certificate** or **letter** from passing a national exam*
 - c. Payment in correct amount and in acceptable form*
- ❖ **Payment:** New/Renewal = \$10

If you wish to mail completed application, supporting materials and payment, please send to:

DC Health – Food Safety (ID Cards)
P.O. Box 37489
Washington DC 20013

If you have any questions or require additional information, please submit your written inquiries to id.cards@dc.gov.

REPORT FRAUD, WASTE, AND ABUSE: To report fraud, waste, or abuse within the District government, contact the DC Office of the Inspector General’s hotline by phone at 1-800-521-1639 (toll free) or 202-724-TIPS (8477), by email at hotline.oig@dc.gov, or by TTY at 711.

For additional information, visit the Office of the Inspector General’s website at www.oig.dc.gov

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